

# Clark County Veteran's Resource Committee

*An advisory board to the Clark County Board of Commissioners*

## Clark County Public Service Center

1300 Franklin St, 6<sup>th</sup> Floor, Ste #679

Vancouver, Washington

February 13, 2013

## Meeting Minutes

**Chair: Robert Nichols**

**Vice Chair: Lou Basté**

**Secretary: John Russell**

**Meeting Called to order by Bob Nichols @ 1401**

**Roll Call:** [Bold script indicates presence at meeting]

### **POST**

40 et 8

American Legion #14

American Legion #27

American Legion #44

American Legion #168

American Legion #176

American Legion #189

American Legion #208

American Veterans #6

DAV Chapter #4

Korean War Vet Assoc #321

Marine Corps League #826

VFW #4278

VFW #7824

VFW #12028

Vietnam Vets #512

### **Members at Large**

### **PRIMARY**

**Jerry Keen**

**Jerry Keesee**

Elisa Cotton

Jim Moore

**Robert Nichols**

**Michael Gibson**

**Dick DeWald**

George Hunt

**Richard Alvarez**

**Frank Hyatt**

**Thomas Dombeck**

**Lou Basté**

**John Russell**

Roy Billings

**Ray Saranto**

**Greg Whitson**

**Kevin Lawson**

### **SECONDARY**

Emily Stoutsenberger

Wes Forgey

Darren Wertz

**Richard Langenbach**

Jonathan Frederick

Don Taylor

Bob Blevins

Richard Gabriel

Michael Riley

**Robert Sumril**

Florin Zeviar

Gary Dowler

Bruce Maas

**Skip Bengé**

**Odis Warren**

### **CLARK COUNTY REPRESENTATIVES**

**Samantha Whitley, Rebecca Royce, Harold Rains**

### **GUESTS**

**Michael Langsdorf – CCVAC; Colleen Kuhn – HSC; Kay Martin – CDM Services**

**Meeting Minutes:** Greg Whitson motioned to approve the minutes from the January 9, 2013 meeting. Motion seconded by Lou Baste and passed.

### **Calculation of Indirect Costs**

Harold Rains, Department of Community Services Finance Manager, explained to the committee how indirect costs are assessed by the County as a whole and by each department. The Office of Management and Budget gives federal guidance on the way to determine indirect costs for government agencies. Harold explained that the County indirect costs, including services from human resources, information technology and facilities maintenance, are billed to each department annually and split evenly between every program area. Each department then also has indirect costs to run the department that are billed to each program based on the amount of time employees charge to that program. In total, approximately 3.6% of the total cost to run the Veterans Assistance Fund program is from indirect costs. Direct costs are also charged to the fund and include employee salaries and benefits and are based on the actual time employees spend working on some aspect of the program. The total amount of direct and indirect costs charged averages 13-15%. Bob asked why the indirect costs fluctuate throughout the year. Harold explained that they estimate the amount throughout the year and then reconcile the figures on a quarterly basis. If done monthly, it would be additional time spent and charged to the VAF. Harold provided a draft report with the breakdown of indirects that includes rent, office supplies, mailroom costs, etc. Bob asked for suggestions on reporting the fund breakdown or if the committee would like to continue with the current report. John suggested having a sub-committee review the breakdown to account for expenditures. Greg and Dick volunteered to work on the project with John.

### **CDM Services**

Kay Martin with CDM Services gave a presentation on the programs that they offer. She explained that they are a local nonprofit established 35 years ago and that they are the largest home care provider in Clark County. The In-Home Care program provides services for seniors and those with disabilities so that they can stay in their own home. They also have an Adult Day Services Center for seniors that provide rehabilitation and socialization activities, meals and education among other services. CDM is looking to expand this program to go to different care centers. Kay also presented the ElderFriends program which matches volunteers to seniors for companionship and socialization. Jerry Keen mentioned that he is on the board of this organization and there are several veterans that participate in the programs.

### **Payment for Meeting Space – County Code Change**

Bob informed the committee that they received a request for the fund to pay for the meeting space for VFW #4278 in the amount of \$270. Jerry Keen motioned to pay the invoice, seconded by Ray Saranto and passed.

Bob then asked the committee to discuss changing the County Code to exclude paying for meeting space for veteran organizations. He mentioned that he spoke with County Commissioners and they felt it was not a good use of the VAF. Bob explained that organizations should be able to get the funds from other sources. John Russell motioned to accept the change to the County Code, seconded by Mike Gibson and passed.

### **County Staff at VRC/Clerical Work**

Bob asked the committee for suggestions on how to reduce staff/indirect costs to the fund. One suggestion made by staff was to not provide as many copies of the agendas, minutes and reports at the meetings. Agendas and minutes are emailed to every member and a hard copy is mailed to each post two weeks in advance of each meeting. Staff can email the reports also. This will reduce the time and office supply costs for all of the printing. It was agreed that staff would provide five copies of each at the

meetings. If members want a printed copy of the documents, they will need to print them before attending the meeting. The exception to this is the Revenue & Expense Report during the second half of the year when it is too long to fit on a standard sheet of paper.

### **Committee Reports**

**Appeals:** Ray mentioned that there were no new appeals.

**Policies and Procedures:** Jerry Keen mentioned that the P&P committee met to discuss changes to the policies and procedures.

- The first change is regarding how income eligibility is determined. The subcommittee recommended changing the policy from the household income of 150% of poverty or less to the veteran being eligible if they receive public assistance. The service officers can access the Department of Social and Health Services (DSHS) database to check if a veteran is receiving public assistance. This change will simplify the eligibility process for both the service officers and the veteran and would make sure that the veteran is using the fund as a last resort. There was discussion about veterans receiving food and financial benefits through the state and then also through the VAF. Rebecca explained that the benefits provided by DSHS are very minimal; they are given as supplemental assistance. A qualifying veteran would not receive enough financial or food assistance to meet their needs for the month. The VRC agreed to table this discussion until the P&P committee could meet and discuss the concerns presented.
- The second change is to burial assistance. The P&P committee recommended changing the amount of assistance from \$1,400 to \$800. This change is due to both the VA and Social Security providing \$300 each in burial assistance for veterans. Jerry Keen motioned to accept the change, seconded by Frank Hyatt and approved.
- The last change is to the Auto Repair Assistance. The P&P committee recommended clarifying that "Auto repair can only be provided by a licensed repair facility." This is to ensure that the repair is done correctly. Jerry Keen motioned to accept the change, seconded by Greg Whitson and approved.

Sam clarified that the code and policy changes will not be recommended to the Board of County Commissioners until all of the changes are approved by the committee.

### **Contractor Reports**

**CRMHS:** Samantha reviewed reports from December. County staff did not have the main report available at the time of the meeting to inform the committee of the number of veterans served. The following is the information: 103 veterans received services for a total of \$25,022.20. Five veterans were denied services due to being over-income and not meeting residency requirements.

**VAC:** The Veterans Assistance Center served 30 veterans with the help of volunteers donating 418.5 hours.

**The Free Clinic:** Five veterans were served including eleven extractions and three sets of x-rays. The total amount of the treatments came to \$2,295; however they only billed \$1,150.85 in December. For the year, The Free Clinic charged \$16,129.89 for work that totaled \$26,505.00.

**WDVA and PIC Quarterly Reports:** Sam mentioned that they are included in the packet. Their information is also provided in the 2012 Annual Report.

**VAF Revenue & Expense:** There was no more discussion on the Revenue and Expense Report as it was covered during the Indirect Costs discussion.

**Annual Report:** Sam gave a brief overview of the Annual Report discussing some aspects of each program. The report will be sent to the Board of County Commissioners and is also posted on the website.

**Old Business:** None.

**New Business:** Colleen Kuhn informed the committee that Human Services Council (HSC) is now administering the VAF program as of February 1<sup>st</sup>. They have two staff working 30 hours per week each. Veterans can be seen five days a week at the Veterans Assistance Center and on Fridays at the Center for Community Health. HSC is working with Columbia River Mental Health Services (CRMHS) to get documents from files; CRMHS is not able to give the veteran files to HSC due to their organizations policies. The HSC is asking veterans to either re-qualify for the program or wait for assistance until some of the eligibility documents can be retrieved from CRMHS. Colleen stated that they are working with Fred Meyer to get the food voucher system in place. Fred Meyer is running behind due to end-of-year financial reporting. Colleen also mentioned that they are screening veterans for other bus pass programs and referring them to those funds to limit the expense to the Veterans Assistance Fund.

**Open Forum:**

- Jerry Keesee mentioned that a three year effort finally came to completion when William V. Wourinen received the Silver Star for his service in the Korean War. Jaime Hererra Beutler and several other dignitaries attended the ceremony.
- Jerry Keen asked the committee for nominations for a salmon fishing trip scheduled to take place in July. They are hoping to get 100 veterans for the trip. If you have someone to nominate, please contact Jerry Keen.
- Jerry Keen also informed the committee that the focus for this year's Hunting with Heroes trip is wounded warriors. If you have someone to nominate, please contact Jerry Keen.

**Meeting adjourned at 1555 hours.**

**Next meeting: March 13, 2013 at 1400 hours.**